

2020 Reconciliation Report Instructions

The 2020 Reconciliation Report consists of six pages. One page is devoted to each of the following types of real estate: agricultural land and structures; residential dwellings on agricultural realty; residential; commercial; industrial and multiresidential. Each page is divided into a section for townships and unincorporated areas and a section for incorporated cities and towns. Be certain to complete both sections of each page if applicable.

All 2020 values reported are to be after 2020 board of review action. Do not make separate entries on the reconciliation report for additions or deletions to value made by the board of review.

Special Note: The values listed on Page 4 (Commercial Realty) and Page 5 (Industrial Realty) is not to include machinery and equipment assessed as real estate.

Section I Summary

- **Line A**-Enter the total actual value after board of review action for the appropriate class of realty for 2020.
- **Line B**-Enter the 2019 actual value after application of the 2019 equalization orders and after adjustments made by the board during the 2019 special equalization session.

IMPORTANT: All 2019 values reported on the Reconciliation Report are to be values before application of the 2019 assessment limitations ("rollbacks").

- **Line C**-Subtract the 2019 valuation from the 2020 valuations and enter the difference at line "C". The amount on line IC should agree with the difference between IIF and IIIF. Any discrepancies are to be explained at the bottom of the appropriate page or with an attached note.

Section II Additions to Value

This section is to reflect increases in actual value from the 2019 assessment.

- **Line A**-Enter the total amount of increase in actual value which resulted from revaluation of existing properties.

IMPORTANT: Do not include new construction or improvements made to existing property as increases in actual value from revaluation.

- **Line B**-Enter the amount of additional actual value of properties resulting from annexation. These amounts are to balance with losses to annexation reported elsewhere on the reconciliation report unless such properties were annexed from another assessing jurisdiction.
- **Line C**-Enter the additional amount of actual value resulting from new construction or improvements made to existing structures. The actual value of buildings removed should not be subtracted from this amount.

- **Line D**-Enter the amount of actual value added as a result of reclassification. Be sure to indicate the classes from which properties have been transferred. Except for exempt property, the amount added by the transfer must balance with the amount deleted through transfer elsewhere in the report. There is no need to report transfers between townships or cities in the same classification.
- **Line E**-Enter any increases in actual value which are not the result of revaluation, annexation, new construction, or reclassification (for example, the value of property omitted from the prior year's assessment). Any amounts entered here should be explained at the bottom of the page or with an attached note.
- **Line F**-Enter the sum of Additions to Value, A through E.

Section III Deletions from Value

This section is to reflect reductions in actual value from the 2019 assessment.

- **Line A**-Enter the amount of decrease in actual value which resulted from revaluation of existing properties.
- **Line B**-Enter the amount of actual value lost as a result of annexation. These amounts are to balance with additions from annexation reported elsewhere on the reconciliation report unless such properties were annexed by another assessing jurisdiction.
- **Line C**-Enter the total actual value of buildings which have been removed since the 2019 assessment.
- **Line D**-Enter the amount of actual value deleted as a result of reclassification. Be sure to indicate the classes to which such properties have been transferred. With the exception of exempt property, the amount reported here is to appear elsewhere in the reconciliation report as an addition. There is no need to report transfers between townships or cities in the same classification.
- **Line E**-Enter any decreases in actual value which do not fit into one of the four categories listed above. Any amounts entered here should be explained at the bottom of the page or with an attached note.
- **Line F**-Enter the sum of Deletions from Value, A through E.